



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

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| ANNOUNCEMENT NO: SEH-06-27 | POSITION: Program Assistant |
| POSITION SERIES: 0303 | POSITION GRADE: DS-07 |
| OPENING DATE: 11/02/05 | CLOSING DATE: 11/17/05 |
| IF "OPEN UNTIL FILLED" FIRST SCREENING DATE: | SALARY RANGE: \$31,314 - \$40,707 per annum. |
| WORKSITE: 2700 MLK Jr., Ave., S.E. Washington, D.C. 20032 | TOUR OF DUTY: 8:30 a.m. - 5:00 p.m. Monday-Friday |
| PROMOTION POTENTIAL: None | AREA OF CONSIDERATION: SEH-Wide Only |
| AGENCY: DMH/St. Elizabeths Hospital | NO. OF VACANCIES: One (1) |
| DURATION OF APPOINTMENT: (X) Permanent () Term (13 months to 4 years) Not to Exceed _____. () Temporary (Up to 1 year), Not to Exceed _____ months. | |
| (X) This position IS in the collective bargaining unit represented by <u>AFSCME 2095/AFGE 383</u> and you may be required to pay an agency service fee through an automatic payroll deduction. () This position IS NOT in a collective bargaining unit. | |
| "RESIDENCY PREFERENCE AMENDMENT ACT OF 1988": An applicant for a position in the Career Service or for an attorney position (DS-905 series) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. | |
| BRIEF DESCRIPTION OF DUTIES: This position is located at Saint Elizabeths Hospital, Office of Medical Services, Specialty Clinics. Incumbent serves as the Program Assistant and is responsible for providing administrative and clerical support to the Specialty Clinics and the Director of Medical Services. Incumbent prepares various forms and ensures the smooth operation of the clinics, follows up with ward staff and community hospital/clinics and keeps the supervisor informed of any problems encountered. Schedules all eye clinic and podiatry clinic appointments for Hospital patients. Provides the Medical Officers at the clinics with daily schedules of appointments. Schedules all Sonograms, ECHO and Holter Monitor through Alpha Diagnostic and informs nursing staff of any preparation needed for any scheduled appointments. Incumbent assists when needed in the Director of Medical Services' office and serves as the backup person when the Secretary is absent.. Arranges transportation for patients who have medical appointments at various community hospitals/clinics. Performs some typing of forms, schedules for the Medical Officers (GP), memorandums, etc. Performs filing, faxing and duplicating. Orders all supplies for the clinics. Performs timekeeping duties and maintains time and leave records for staff of the Specialty Clinics. | |
| QUALIFICATION REQUIREMENT: This position requires one (1) year of specialized experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the DS-06 grade level. | |
| SELECTIVE PLACEMENT FACTOR(S): None | |

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTORS

1. Knowledge of and ability to understand and identify program related information and provide suggestions or recommendations that will contribute to improved program operations.
2. Knowledge of the functions, programs and operations of the Specialty Clinics.
3. Knowledge of rules and regulations governing the processing and maintenance of time and leave records.
4. Skill in using one or more word processing software programs (Microsoft Word, Excel, etc.).
5. Ability to communicate effectively both orally and in writing.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Clara Orino (202) 645-5979
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."